**Attendance Requirements**

The Institute has clear requirements for students’ attendance. A course process management record book will be issued to teachers prior to teaching. Teachers will record and track students' attendance on the record book and inform students if the attendance is roll call or signing in on the online platform. Students can look up their attendance online or ask the teacher about their attendance. Students should participate in all activities stipulated in the teaching plan and arranged by the Institute. The Institute takes attendance of students’ classes, internship, experiments, practical training, and graduation design (thesis). Those who do not participate in teaching activities without permission or take leave overdue and do not return without justifiable reasons shall be treated as absenteeism. Teachers can formulate course attendance methods according to the characteristics of the course and the number of students, and evaluate students' usual performance according to the percentage of points. Depending on the course, the teacher may determine the proportion of student attendance in the composition of students' overall grades. For example, some courses require teamwork to complete an experiment in which students' attendance affects the team’s progress, thus teachers can set a high proportion of attendance in the whole score.

Each time a student is absent from a class, the teacher will record it in the course management record book and deduct the corresponding grade points (10 points will be deducted for students who are absent without a valid reason, and 5 points will be deducted for those who are late or leave early). If the score falls below 60 points, the instructor will cancel the student’s examination qualification, fill in the list of disqualified students and submit it to the Academic Affairs Office. The instructor will also announce the list of disqualified students publicly in class. After the exam, the student's transcript will show that the course is “Disqualified”, and the student will have to retake the course. Students can retake a course twice, and the retakes will be registered according to the actual score. Grades of the retaken courses are not capped, and no substitution courses are allowed.

If a student can explain their absence, he/she can go through the relevant leave-taking procedures and submit a leave form, and the usual scores for the corresponding course will not be deducted. They should do this before they fall below 60 and risk being disqualified for the exam. Students are not allowed to take a leave of absence without justifiable reasons. For those who need to take a leave, they must follow the relevant leave-taking procedures and obtain approval level by level:

Submit a written application, state the reasons for the leave. According to different circumstances, submit relevant certificates: for personal leave, students should present a personal leave certificate; for sick leave, students should have a certificate from a medical clinic or hospital; for official leave, students should have a certificate from the Institute. Under the above circumstances students should present the specified certificate/supporting evidence and the application together. (Personal leave refers to a leave taken for personal reasons. Official leave refers to a circumstance when the Institute or the college arranges for students or teachers to participate in activities that make them unable to attend a class.)

The approval authority for student leave is as follows:

1. Leaves for less than half a day shall be approved for half a day by the instructor.

2. Leaves for more than half a day and less than three days should be approved by the relevant Dean of the college;

3. Leaves for more than three days and less than seven days should be approved by the Dean of the college and reported to the Student Affairs Office for approval;

4. Leaves for more than seven days and less than one third of the semester should be approved by the Dean of the college and the Director of the Academic Affairs Office and then submitted to the Students Affairs Office. Those who ask for leave for more than 6 weeks of the current semester must apply for suspension (the total semester length is 16 teaching weeks). More details about suspension can be found in Chapter VII in *5.9 Implementation Rules for Student Status Management of Chongqing Institute of Foreign Studies*.